



Department of Development Services – West Region  
JOB OPPORTUNITY  
**HEAD NURSE**  
SOUTHBURY TRAINING SCHOOL

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Position:** Head Nurse – Part-time (48 hrs.)

**Location:** Southbury Training School – Unit 1, Grounds Float

**Job Posting No:** 016825

**Hours:** 2<sup>nd</sup> Shift - ~3:00pm – 11:30pm  
**Week 1** – Regular Days Off, Friday, Tuesday, Wednesday, Thursday  
**Week 2** – Regular Days Off, Saturday, Sunday, Wednesday, Thursday

**Salary:** \$31.40/hourly

**Closing Date:** February 24, 2014

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**Examples of Duties:** Duties consistent with the Head Nurse job classification. Duties consistent with the Head Nurse job classification. Conducts nursing assessments; develops and implements nursing and/or health care plans; provides supervision of staff and monitors nursing services; provides admission and discharge nursing assessments including plans for continuing care; assures nursing care programs are carried out thoroughly and on schedule; investigates problems which have been referred by staff, other team members and department; reviews diets and nutritional needs of consumers; responsible for coordinating health services with community agencies and physicians, providing education, training LPN staff, disseminating medical guidelines or recommendations distributed through the Department of Public Health and are a liaison nurse for any consumer admitted to a hospital; provides nursing input to interdisciplinary health care plans and individual consumer programs; will act as important member of the team to provide medical information and attend meetings and make reports on health status. Maintaining and kardexing accurate physician's orders. Performs other related duties. Must be able to cover grounds wide per agency needs. Performs other related duties.

**General Experience:** Two (2) years of experience as a registered professional nurse.

**Special Requirements:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. May be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions. Will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8857  
[Email: Yolette.tappin@ct.gov](mailto:Yolette.tappin@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.